

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Maintenance Mechanic III****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains and repairs equipment. Supervises and oversees repair shop and yard in absence of supervisor. Performs general repair of compound buildings and major repair and overhauls on equipment. On call 24 hours a day, seven days a week.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Maintains equipment by conducting major repairs to all air and water cooling engines including completely rebuilding engines, repairing tractors, out front mowers, weed eaters, blowers and emergency equipment.
2	M	Conducts minor repairs by performing daily maintenance on frequently used equipment.
3	M	Performs related duties by conducting winter overhauls during the \"off season\", and doing minor electric work for building maintenance.
4	L	Supervises and oversees repair shop and yard in absence of supervisor by taking care of daily time sheets and work tickets, assigning tasks, and evaluating performance.
5	S	Performs related duties by writing specifications on equipment purchases.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two years experience as Maintenance Mechanic II.
Certifications and Other Requirements	Valid Driver's License, Forklift Operator's License
Reading	Work requires the ability to read general correspondence, parts books, repair books, letters, manuals, and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, work orders, specs for equipment bids, and time sheets.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At work bench
Sitting	O	Paperwork
Walking	F	Throughout the building, inspections, gathering supplies and tools
Lifting	F	Equipment, tools, supplies, boxes
Carrying	F	Equipment, tools, supplies, boxes
Pushing/Pulling	F	Supply carts, equipment
Reaching	O	During installations, repairs
Handling	F	Chemicals, tools
Fine Dexterity	F	Operating tools or machinery
Kneeling	F	Repairs, floor work, inspections
Crouching	F	Repairs, inspections
Crawling	R	Repairs, inspections
Bending	F	Repairs, installs, inspections
Twisting	O	Repairs, installs, inspections
Climbing	O	Ladders, stairs
Balancing	O	On ladders, stairs
Vision	C	Inspections, using equipment, driving, reading, computer monitor
Hearing	C	Communicating with personnel and general public, listening for mechanical irregularities
Talking	F	Communicating with personnel and general public
Foot Controls	O	Operating vehicles and machinery
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Hand tools, drills, saws, valve machine, drill press, diagnostic meter, other power tools

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	D	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	D	Noise and Vibration	D	Shop	X
Fire Hazards	D	Fumes and Odors	D	Vehicle	--
Explosives	M	Wetness/Humidity	M	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	M	Other (see 2 below)	--
Physical Danger or Abuse	D				
Other (see 1 below)	D				

(1) Working under equipment on jack; hot engines and vapors

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Steel toe shoes, gloves, safety glasses, ear plugs

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)